



**Date:** February 16, 2018  
**Title of Position:** HVAC Mechanic II (full-time; benefitted)  
**Salary:** Per AFSCME contract: Grade 17, \$899.03/week @ step 1 to \$1,041.62/week @ step 6 (depending on licensure & experience)  
**Effective:** March 2018

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**Responsibilities and Qualifications:** (Please see the attached Commonwealth of Massachusetts Human Resources Division HVAC Series Classification Specification and Position Description/Form 30 for more detailed information.)

**Responsibilities:** Install, maintain and repair heating, ventilating, air conditioning, refrigeration, and domestic water systems. Monitor and manage building and energy management systems.

**Qualifications:** Valid Driver's License. Must have at least 2 years of full-time, or equivalent part-time technical experience in the installation, maintenance and repair of heating, ventilation, air conditioning, and refrigeration systems in a commercial environment, or any equivalent combination of the required experience and certificate or diploma from a recognized institution above the high school level, as evidence of completion of a two-year comprehensive program in Heating, Ventilation, Air Conditioning and Refrigeration, may be substituted for one year of the required experience. (Education toward such a certificate or diploma will be prorated on the basis of the proportion of the requirements actually completed.) License and/or certification in HVAC trade preferred. EPA 608 Certification preferred.

**Additional information:** Source of Funding: State funded  
Area of Assignment\*: Facilities  
Supervisor\*: Director of Facilities  
Shift\*: 6:00 a.m. – 2:30 p.m.  
Days Off\*: Saturday and Sunday

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

\*Supervisor, area of assignment, shift, and days off are currently applicable to this position; however, these specifications are descriptive and not restrictive and are subject to change by the administration, pursuant to the applicable terms of the collective bargaining agreement.

**Application Procedures:** For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu)

**Application Closing Date:** **March 9, 2018.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

**Position Description, Form 30  
Commonwealth of Massachusetts**

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**Position Title: HVAC Mechanic II**

**Department: Facilities**

**Job Group: 17**

**Functional Title (optional)**

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Install, maintain and repair heating, ventilating, air conditioning, refrigeration, and domestic water systems. Monitor and manage building and energy management systems.

**SUPERVISION RECEIVED** (Name and title of person from whom incumbent receives direction)

David Moran, Director of Facilities

**SUPERVISION EXERCISED** (Number and titles of positions directly supervised by incumbent)

N/A

**DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES**

- 1) Perform all routine, corrective and preventative maintenance of natural gas fired boilers and heating systems, refrigeration, ventilation and air conditioning, and domestic water components and systems.
- 2) Install new and replacement natural gas fired boilers and heating systems, refrigeration, ventilation and air conditioning, and domestic water components and systems.
- 3) Perform testing, diagnostics, troubleshooting, and corrective action on natural gas fired boilers and heating systems, refrigeration, ventilation and air conditioning, and domestic water components and systems.
- 4) Perform routine monitoring and as necessary logging of natural gas fired boilers and heating systems, refrigeration, ventilation and air conditioning, and domestic water components and systems parameters.
- 5) Review and carry out assigned work orders and sign off for close out of completed work orders.
- 6) Non-routine responsibilities may include: minor maintenance relating to electrical, plumbing and septic, carpentry, refrigeration, kitchen appliances, doors and lock shop, small engine maintenance, vehicles and trailers, masonry, signage and ordering of supplies.
- 7) Extra duties as assigned: onsite and offsite moving and event services, painting, snow removal and de-icing, landscape maintenance, pest control, swimming pool equipment, welding, supply deliveries, and construction project assistance
- 8) Assist with other trade work orders as necessary

**QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills and abilities)**

- 1) Knowledge of standard preventive maintenance procedures for natural gas fired boilers, heating, ventilation, refrigeration, air conditioning systems and related electrical
- 2) Knowledge of the equipment type, uses, safety practices, methods, techniques, and procedures followed in the installation, maintenance and repair of heating, ventilation, refrigeration, air conditioning and electrical systems.
- 3) Knowledge of the methods and techniques of pipe threading
- 4) Knowledge of proper soldering and brazing techniques
- 5) Skill in operating heating, ventilation, refrigeration, air conditioning machinery and related equipment
- 6) Skill in using all hand tools relating to the trade
- 7) Ability to read and interpret documents such as specifications, operation manuals and blueprints
- 8) Knowledge of electrical, electronic and pneumatic HVAC control systems

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- 9) Ability to perform basic electrical troubleshooting such as measuring motor current draw and testing voltages and fuses using electrical testing equipment such as voltmeters, amp probes, ohmmeters, etc.
- 10) Ability to supervise and oversee work and projects
- 11) Knowledge of the methods for use, care and maintenance of small hand and power tools
- 12) Proper understanding and use of personal protective equipment.
- 13) Good understanding of OSHA, EPA and State safety and health regulations.
- 14) Knowledge of common terminology, coding, symbols and standard abbreviations
- 15) Ability to follow oral and written instructions
- 16) Ability to understand and apply the laws, rules and regulations governing assigned unit activities
- 17) Mechanical aptitude
- 18) Manual dexterity
- 19) Computer literate and have a good understanding of building and energy management systems.
- 20) Ability to establish and maintain harmonious working relationships with others and provide good customer service.

### **QUALIFICATIONS ACQUIRED ON THE JOB (list knowledges, skills and abilities)**

- 1) Knowledge of local laws, rules and regulations governing assigned unit activities
- 2) Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities
- 3) Knowledge of the principles, methods and techniques of supervision

### **MINIMUM ENTRANCE REQUIREMENTS**

- 1) Must have at least 2 years of full-time, or equivalent part-time technical experience in the installation, maintenance and repair of heating, ventilation, air conditioning, and refrigeration systems in a commercial environment, or
- 2) Any equivalent combination of the required experience and substitution below:  
Certificate or diploma from a recognized institution above the high school level, as evidence of completion of a two-year comprehensive program in Heating, Ventilation, Air Conditioning and Refrigeration, may be substituted for one year of the required experience (Education toward such a certificate or diploma will be prorated on the basis of the proportion of the requirements actually completed.)

### **LICENSE AND/OR CERTIFICATION REQUIREMENTS**

- 1) Valid Driver's License
- 2) License and/or certification in HVAC trade preferred
- 3) EPA 608 Certification preferred

### **REMARKS**

**Commonwealth of Massachusetts  
Human Resources Division  
Class Specification**

**419 Heating, Ventilation, Air Conditioning and Refrigeration Mechanic Series**

**I. HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC) MECHANIC SERIES:**

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic I

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic II

**II. SUMMARY OF SERIES:**

Incumbents of positions in this series install heating, ventilating, air conditioning and refrigeration equipment including related fixtures; check heating, ventilation, air conditioning and refrigeration equipment for malfunctions; maintain and repair heating, ventilation, air conditioning and refrigeration equipment; and perform related work as required.

The basic purpose of this work is to install, maintain and repair heating, ventilation, air conditioning and refrigeration equipment.

**III. ORGANIZATIONAL LEVELS:**

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic I is the entry-level technical job in this series.

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic II is the first-level supervisory job in this series.

**IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:**

1. Installs heating, ventilating, air conditioning and refrigeration equipment, including controls and related fixtures such as air and water filters and piping by using refrigeration, pipe fitting and structural layout techniques, blueprints, appropriate machines, tools and work aids to join tubing and/or pipes; to cut and thread pipes; to solder or braze joints; to mount compressor and condenser units; and to connect motors, compressors, temperature controls, humidity controls and circulating ventilation fans to electrical power sources.
2. Checks equipment for malfunctioning by observing pressure and vacuum gauges and other indicators; by adjusting controls in testing joints and connections for gas leaks; by injecting refrigerant and adjustment valves, controls and pumps; and by using testing equipment such as voltmeters, ohmmeters, amprobes, etc. to ensure proper operation.
3. Maintains, rebuilds and repairs by replacing worn or defective parts such as switches, fuses, thermostats and electrical wiring; by pumping specified gas or fluids into systems; by adding necessary liquids; by lubricating motors and bearings; and by changing filters.
4. Calculates heat loads for new installations; analyzes and treats both open and closed water systems such as cooling towers by adding algericides to prevent the spread of airborne bacteria.
5. Performs related work such as making and assembling metal ducts and chassis parts for heating, air conditioning and refrigeration systems; drilling holes for mounting brackets; screwing, boring, riveting and welding parts to assemble structural and functional components such as motors, controls, switches and gauges; and installing shells and cabinets of systems.

**V. DIFFERENCES BETWEEN LEVELS IN SERIES:**

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic II:

Incumbents of positions at this level also:

1. See Section VIII, Supervision Exercised.

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2. Order supplies and equipment.

### VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with other agency personnel and the general public.

### VII. SUPERVISION RECEIVED:

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic I:

Incumbents of positions at this level receive general supervision from Heating, Ventilation, Air Conditioning and Refrigeration Mechanics or other employees of higher grade who provide training and instruction, assign work and review performance through written and verbal reports for compliance with applicable laws, rules and regulations.

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic II:

Incumbents of positions at this level receive general supervision from employees of higher grade who provide policy and procedural guidance, assign work and review performance through written and verbal reports for compliance with applicable laws, rules and regulations.

### VIII. SUPERVISION EXERCISED:

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic I:

Incumbents of positions at this level may exercise functional supervision (i.e., over certain but not all work activities or over some or all work activities on a temporary basis) over 1-5 trades personnel.

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic II:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over 1-9 technical and/or trades personnel.

### IX. WORKING CONDITIONS:

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanics are exposed to the harmful effects of noxious fumes, chemicals, inadequate ventilation, excessive machine noises and high voltage equipment; and work in confined or cramped spaces.

### X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the standard preventive maintenance procedures for heating, ventilation, refrigeration, air conditioning systems and related electrical systems.
2. Knowledge of the methods for lubricating machinery and equipment.
3. Knowledge of the methods for care and maintenance of small hand and power tools.
4. Knowledge of the types and uses of small hand tools such as pliers and screwdrivers.
5. Knowledge of safety practices and procedures followed in the installation, maintenance and repair of heating, ventilation, refrigeration, air conditioning and electrical systems.
6. Knowledge of the terminology, coding, symbols and standard abbreviations used in the installation, maintenance and repair of heating, ventilation, refrigeration, air conditioning and related electrical systems.
7. Knowledge of the methods and techniques followed in the installation, maintenance and repair of heating, refrigeration, ventilating, air conditioning and related electrical systems.
8. Knowledge of the methods and techniques of pipe threading.
9. Knowledge of the types and uses of equipment and materials used in heating, refrigeration, ventilating, air conditioning and related electrical systems.

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10. Skill in using small hand tools such as hammers and screwdrivers.
11. Skill in using small hand held power tools such as saws, drills and power hammers.
12. Skill in the use of electrical testing equipment.
13. Skill in operating heating, refrigeration, ventilating, air conditioning machinery and related equipment.
14. Knowledge of electrical, electronic and pneumatic HVAC control systems.
15. Knowledge of the use of electrical test equipment such as voltmeters, amprobes, etc.
16. Ability to understand and apply the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
17. Ability to understand and apply the laws, rules and regulations governing assigned unit activities.
18. Ability to read and interpret documents such as specifications, operation manuals and blueprints.
19. Ability to follow oral and written instructions.
20. Mechanical aptitude.
21. Manual dexterity.

Additional qualifications required at hire for Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic II positions:

1. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

### XI. QUALIFICATIONS ACQUIRED ON THE JOB AT ALL LEVELS IN SERIES:

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic I:

1. Knowledge of the laws, rules and regulations governing assigned unit activities.
2. Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic II:

1. Knowledge of the principles, methods and techniques of supervision.

### XII. MINIMUM ENTRANCE REQUIREMENTS:

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic I:

Applicants must have at least one year of full-time, or equivalent part-time technical experience in the installation, maintenance and repair of heating, refrigeration, ventilating and air conditioning systems, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

A certificate or diploma from a recognized institution above the high school level, as evidence of completion of a two year program in refrigeration and heating, may be substituted for the required experience.\*

\*Education toward such a certificate or diploma will be prorated on the basis of the proportion of the requirements actually completed.

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Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Mechanic II:

Applicants must have at least two years of full-time, or equivalent part-time technical experience in the installation, maintenance and repair of heating, refrigeration, ventilating and air conditioning systems, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

A certificate or diploma from a recognized institution above the high school level, as evidence of completion of a two year program in refrigeration and heating, may be substituted for one year of the required experience.\*

\*Education toward such a certificate or diploma will be prorated on the basis of the proportion of the requirements actually completed.

### XIII. SPECIAL REQUIREMENTS:

Based on assignment, a current and valid Massachusetts Refrigeration Technician's License may be required.

Occupational Group 43

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